**MINUTES OF THE FACILITIES MEETING**

**MACHYNLLETH TOWN COUNCIL**

**on Monday 15th April 2024 at 7pm**

**in the John Edwards room at the Plas**

**PRESENT:**

Cllr J Paige (Chair of the meeting), Cllr A MacGarry, Cllr J Honeybill, Cllr M.Williams, Cllr M.Atkins, Cllr K.Bryan.

**APOLOGIES :** Cllr L.Griffith, Cllr N.McCarten, Cllr A.Evans.

**ALSO IN ATTENDANCE:**

Nicole Beaumont (Town Clerk (TC) - Minutes taker)

**1 / ATTENDANCE AND APOLOGIES :** See list above.

**2 / DECLARATION of INTERESTS** : None declared

**3 / REPORT from the Facilities Manager :**

**3.1 : Y Plas Allotments** :

A grant application was made back in Dec.2023 and it had a successful result. A meeting was held on April 11th with allotment holders to discuss quotes and work to be done on the paths. This will start in September/October to minimise the impact on bio-diversity during the growing season. As discussed previously part of the grant requirement was that Machynlleth Town Council commit to a 5-year maintenance plan of the site once the project is completed. As the site is part of Y Plas this falls into ground maintenance.

The North wall has now been surveyed and awaiting the full report. There will be works that need doing to make the walls safe. TC is actively seeking clarification from PCC and Solicitors as to who has ownership and who is responsible for the wall. A bearing wall it is not always the case that the owner is responsible. Further details to follow.

**3.2 Caffi Y Plas** :

The new team has settled in well. One staff member resigned and a casual member of staff will be replacing with a 6 hr/week contract. New menus and specials have been produced, homemade food is going down well. The Café Supervisor has brought in new suppliers, with a better costing up on menu and supplies. Conference buffets continue to be a success. We are investigating the possibility of changing the gas cooker to electric.

**3.3 Upcoming events for Café** :

Dyfi Dash on Sunday April 21st : the café will be open for runners, spectators and marshalls.

Comedy Festival from 3rd to 5th May : the café will open from 9am until 6pm throughout the festival. Menus will be produced specifically for the weekend.

Balchder Pride Mach Pride on May 18th : special menu will be available for the event.

**3.4 Rugby Club** :

The Rugby 7s event is on Saturday August 3rd. This year some teams will be camping overnight on the rugby pitch. This will be solely the responsibility of the Rugby Club in the same way that El Sueno Existe use the pitches for their campers. **Unanimously agreed.**

**3.5 RAAC** :

Arrol & Partners who were the original architects on the hall extension, have been in and inspected the area. They have confirmed that there is no evidence of RAAC. They also have advised that before a decision can be made on solar panels, we will need to get in touch with the original engineers BINGHAM HALL PARTNERSHIP for further investigations.

**3.6 Market** :

As we are approaching summer season parking on the streets on a Wednesday is going to cause us more problems. There is only so much we as staff can do.

Currently Lee starts work at 7.30am I can ask him to start work at 7am on a Wednesday and do a flyer drop on cars that are parked in the bays. It would be useful if we could use both the Machynlleth Town Council Website and Facebook page to help us with this problem.

We obviously want a thriving market and the parking is only going to cause problems. There have been suggestions from traders that we should be out the evening before, of course we have no right to do this. The market regulations come into force at 8am although traders can arrive up to 2 hours before to set up.

Also an Electrical Safety Certificate is being arranged for the Market Feeder Pillar.

**3.7 Y Plas Electrics** :

All remedial works to gain a satisfactory Electrical Safety Report were completed in February 2024. Moving forward we now need to address C3 (classification code) on the report. These are IMPROVEMENTS RECOMMENDED of which there are 35 recommendations. The report is available from Facilities Manager. We also need to consider changing the light fittings to more economical ones. For example in one office there are 6 x 6ft strip lights, the council office has 8 of these lights, each of these bulbs/neon tubes cost upward of £16. This is throughout the building …

**3.8 Comedy Festival :**

There will be 13 shows in the hall, 12 shows in Vane Tempest room. The Café will be open from 8am to 6pm throughout the Festival. The main doors will close at 6pm every evening with a security guard on the door all evening. Only people attending the shows in Vane Tempest room will be given access after 6pm. Cleaning has been arranged with our contract cleaner Squeaky Clean. The building will be alarmed every evening after the final show in the hall.

**3.9 First Aid Course :**

Staff/people who held First aid certificates must redo the course as these certificates have expired. The Course will be run on 30th April at a cost of £60 per person. There will be 5 staff attending it : 2 from the café, 1 from General Maintenance, Facilities Manager and Town Clerk. **Unanimously agreed**.

**3.10 Plas Entrance** :

A successful application to the “People and Places” fund was made for the remodelling of the Plas Hall entrance. We received £16,150 from Lottery funding and also an amount soon to be confirmed from “Transforming Towns application”.

**4 / Terms of Reference :**

It was agreed that the following Terms of Reference for this Facilities Committee/Panel will be used for the future and also copied on to all other committees. Also a list of ALL forthcoming committees or FULL Council meetings will be “de rigueur”



**5/ Request from the Rugby Club:**

A request from the Rugby Club during their annual 7’s event was made to use the area for camping. The recommendation will be taken to the next FULL Council meeting for final approval. **See above.**

**THE NEXT FACILITIES MEETING to take place in the Vane Tempest room at the Plas will be on Monday 15th July 2024 at 6.30pm.**